

Abbot Academy

FOUNDED 1829

Handbook for Students *and* Their Parents

1956-1957

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CALENDAR

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TUESDAY, SEPTEMBER 18

Arrival and Registration of New Resident
Students before 6:00 P. M.

WEDNESDAY, SEPTEMBER 19

Registration of Day Students, 10:00 A. M.
Registration of Re-entering Resident Students
before 6:00 P. M.

THURSDAY, NOVEMBER 22

Thanksgiving Holiday
8:30 A. M. to 8:00 P. M.

TUESDAY, DECEMBER 18—TUESDAY, JANUARY 8
Christmas Vacation

TUESDAY, MARCH 19 — TUESDAY, APRIL 2
Spring Vacation

MONDAY, JUNE 3
Commencement

GREETING

It will be good to see you all in September. Friends like to meet again, and I look forward to hearing what the "old girls" have been doing this summer. There will be a rather larger group of new girls this year than before, and I know that they will soon feel that they belong to Abbot.

Boarding school is rather like a small world, of course, and it is not very unlike the world you are going to live in. You have a job, which is to learn, to take the knowledge which is made available to you and make it properly part of yourself, so that you can be "promoted" — in this case to the next class or to college. You have recreation, playing a strenuous game of hockey, or taking a comparatively peaceful walk, and you have some free time which you will find is easy to fill.

Other similarities between this and a larger world exist very clearly. You will be meeting many new people, boys as well as girls. You will have to get along with other people, just as you must with your families and neighbors. You will have a room, or rooms, to make attractive and to keep tidy, just as later you will have your own houses or apartments.

You will encounter certain standards and patterns of behavior, some of which are defined

clearly by rules (like the laws of the larger world), some of which you can recognize in the example of teachers and other girls. You will find that here as elsewhere it is wise to try to understand the reasons behind the rules. If these reasons do not seem to you to be good enough, then you will want to try to change things, *via* the Student Government; remember that you cannot change a rule by breaking it!

Many things will be of help as you take on the responsibilities of living at school. We know that you are all still in the process of growing up and are all learning to be independent. You will help each other more than you may perhaps realize. You will meet teachers who are sympathetic and constructive about your problems. You will find in the Chapel services much wisdom and the consciousness of a loving Spirit. You ought not ever to feel that you are alone in your questioning or perplexities. Growing up is not easy but its rewards are wonderfully great.

Knowing many of you as I do, I am perfectly serene in my conviction that this coming year will be a fine one for Abbot. I wish for each one of you that the year will be as happy a one as you yourself could wish.

Mary Hinckley Crane

is the mid-morning lunch, consisting of soup, cocoa, milk, or fruit juice, and crackers. Girls are required to partake of this.

SPORTS AND RECREATION

Every girl (unless excused by a physician) participates regularly in organized sports — the Seniors on four days a week and lower classmen on five in the fall and spring, and four in the winter. Walking is encouraged under a system by which the two competing teams receive credit for the number of defined walks taken by their members. The major outdoor sports are field hockey, tennis, riding, softball, basketball, and lacrosse. In the winter the new gymnasium provides space for basketball or badminton, modern dance, fencing and tumbling.

Good posture is encouraged and corrective gymnastic work is prescribed when it is needed.

STUDY HOURS

All Seniors, and Senior Middlers who give evidence of the power to use their time well, are allowed to study in their own rooms. The study hall in the McKeen Building is used during the morning and afternoon study hours for the two lower classes. In the evening study hour, all girls study in their own rooms.

SATURDAYS

There is a study period of an hour and a half on Saturday mornings. The rest of the day is used for recreation and extracurricular activities.

Trips are often planned for Saturday. These may be picnic walks or ski trips, canoe trips on the Shawsheen River, horseback rides, or bus trips to points of historical interest or into Boston for plays, concerts, or other attractions. Girls are advised to save from their allowances for these special occasions.

With the permission of the school office, girls may accept invitations for luncheon or dinner on Saturdays at homes in the vicinity.

In the evening, various interesting programs are presented in the school — concerts, plays, lectures, or movies — and the whole school attends these entertainments.

Saturday is the preferred visiting day. Families may call on Saturdays between 11 a.m. and 8 p.m. The regular hours for receiving boys are from 4:00–6:00. On other days calls from boys from out-of-town may be received in free recreation periods but are ordinarily limited to an hour.

SUNDAYS

All resident pupils attend church on Sunday morning unless formally excused by the school nurse. Girls may attend either the Congregational or the Episcopal Church, but having selected the church, after the first two Sundays of the school year they continue to attend the church of their choice. Girls of the Roman Catholic faith attend their own church.

Callers are not ordinarily received on Sunday afternoons, but boys who are from a distance —

not the surrounding towns or nearby schools and colleges — are permitted to see their friends for a limited period.

On Sunday afternoon those who wish to do so may go outdoors for recreation, or to the gymnasium. Those who remain in the building are expected to stay in their rooms so that quiet may be assured for all who wish it. Opportunity for listening to classical music and to radio broadcasts of high quality is provided. Occasionally groups go to Boston for concerts by the Boston Symphony Orchestra, or for other concerts.

Automobile drives are not permitted on Sunday afternoons except to and from dinner under the customary conditions.

The evening service in Abbot Hall is attended by the whole school. The speakers are distinguished out-of-town ministers, and the Abbot Choir provides special music.

School or Organization Meetings

The Student Government Association, the Abbot Christian Association, the Athletic Association, and class groups include all the students of the school. All members are expected to attend and participate in the meetings and activities of these organizations, both for the successful running of the school and for the personal values and training to be obtained.

Leaves From School

Each girl, individually, registers at the office when she takes a Dining-out permission, a Saturday Leave, or a Week End, and again immediately upon her return, before she goes to her room.

WEEK ENDS

Each girl may take one week end away from school before the Christmas holidays (the fall term), one between the mid-year examinations and spring vacation (the winter term), and one between spring vacation and Commencement (the spring term). The following week ends may not be taken: November 23, May 3, and week ends immediately before and after vacations.

Plans for a week end are made through the office not later than Wednesday of the week *preceding* the week in which the leave is desired, and written permission from home must be obtained, as well as the approval of the student's teachers.

Invitations to a dance at a boys' preparatory school may be accepted with the usual permission from home, provided the chaperonage conditions are satisfactory and provided the dates coincide with those permissible for a week-end leave.

Permission to attend a dance or other function at men's colleges is granted for *Seniors* if parents approve. *Senior Middlers* are granted permission to attend one function a year at a

men's college, but only if they can be entertained by a personal friend of the family of the boy or the girl. Arrangements for attending these functions cannot be made at the last minute. *Parents are requested to give this rule their full support.*

All week-end leaves begin *after lunch* on Friday and end at 7:00 p.m. Sunday. Air travel is not allowed on the *return* trip to school.

SATURDAY LEAVES

Permission for Saturday Leaves is obtained from the office during regular office hours several days in advance.

A number of Saturday Leaves are allowed when girls may be away from the school with their families or adult friends of their families from 11:00 a.m. until 7:30 p.m. Students below the Senior class have two in the fall and two in the winter term and one in the spring term. (For Seniors, see page 23.)

SUNDAY LEAVES

It is the belief of the administration that Sunday should be a restful day and not open for unlimited visiting and leaves. A liberal number of opportunities are provided, however, for parents to see their daughters and for the girls to receive guests from a distance who cannot easily call at other times.

Two Sunday leaves are granted in each of the three terms (from after church until 4:00

P.M.) and a liberal number of permissions for dinner only (returning at 2:30) may be given for visiting with relatives or friends. In unusual circumstances permission may be given to take breakfast or the evening meal with parents.

SCHOOL DAYS

Parents from a distance who are in town for only a short time may call on their daughters and take them out for luncheon or dinner on school days, provided no school appointment is interfered with. These times are ordinarily from 1:00 to 2:15 and from 6:13 to 7:30; and between 2:15 and 4:30. When dining out with her parents on a school night a girl may take with her only one friend.

Girls taking leaves of any kind at homes in Andover, North Andover, and vicinity must observe the same regulations about chaperonage, smoking, alcoholic beverages, and driving in automobiles as those which govern them while in residence at the school.

A girl may have special leave of absence to attend the wedding of a member of her immediate family.

Holidays and Vacations

The times allowed for holidays and vacations should be carefully noted and exactly observed. Parents are urged to make no requests for exceptions to the hours and days designated.

The Thanksgiving holiday is from 8:30 a. m. to 8 p. m., Thanksgiving Day. The traditional service, in which every student participates, is held at 8:15 Wednesday evening. Girls may take Thanksgiving Day dinner with their families or with friends of the family, in Andover, Boston, or nearby places.

Girls cannot be accommodated at the school before the dates announced for the opening after each vacation, nor can they be kept at the school later than the day announced for the closing.

Travel

Tickets for vacations will be attended to by the school upon request by the parents. Before each vacation your daughter will have an opportunity to express your and her preference in handling these matters.

At Christmas and Spring vacations provision is made for a special car with a school chaperon to and from New York City. Other groups travel together en route to Chicago and other distant points. Girls returning from week-end trips and from vacations, except for the New York group, are not met in Boston unless parents request the school to do so. If the group is large enough, a bus or a taxi from Andover meets the train at the Back Bay Station in Boston.

In regard to flying, please see last paragraph in following section on Automobiles.

Late changes in arrangements jeopardize our advantageous special group reservations

and privileges. Changes should be avoided except in an emergency.

Automobiles

Except when with her own parents, a student must have permission for transportation by car, including travel from the school for any leave, and returning to the school from any leave.

Permission will not be given for resident students to motor with day students nor with anyone else of school or college age unless an older person is in the car.

Exception: Upon the written request of her parents a girl may receive permission to motor to and from the school with her brother or sister.

If a student is planning to leave the school for a week end with adult friends in an automobile, approval from home must be received beforehand by the school.

If a parent wishes to give a blanket permission for motoring with a brother or with any adults of whom the school approves, this permission should be put in writing and placed on file in the school office by the time school opens.

Planes may be used if parents approve, on Friday week-end trips *from* the school, and for vacations. They may not be used for any return trips, however, because of the possibility of flights being canceled. (Exceptions made for return from vacations for very long trips.)

When the deposit is exhausted checks will not be honored. It is expected that a balance of at least five dollars will be left in the bank to each girl's credit over short vacations. Each girl is expected to keep her own account and to plan her expenditures so as to live within her allowance. It is requested all money for the personal use of students be forwarded to the financial secretary who will deposit the money to the girl's account. It is inadvisable for the students to keep money in their rooms, and the school cannot be responsible for losses.

Because of the variety of opinions and practices on the part of parents in regard to allowances, the school does not attempt to set a specific limit on the amount of spending money permissible. It is strongly urged, however, that parents instruct their daughters as to what they consider the appropriate normal weekly withdrawal for incidental expenses.

Since school bank checks may be used for many expenses such as concerts and plays in Boston, sightseeing trips, class and other student organization dues, Red Cross, and other charitable contributions, week-end and Saturday leaves, the need for weekly cash withdrawals is very limited. The allowance for incidental spending, therefore, should be set by the parents at a low figure. We suggest not more than \$1.50 a week for first and second year girls and \$2.00 for third and fourth year girls.

Parents who wish to have their daughters manage a clothing allowance should communicate with the financial secretary.

Term Bills

Term bills are rendered three times a year. The following items may be charged on these bills:

Books and stationery

Dry Cleaning and excess laundry

School Year Book

Senior Photographs

Symphony Concerts

The Abbot Blazer

The Class Sweater (Purchased in senior middle year.)

Toilet Articles

Tutoring and Chaperonage (There is normally no charge for chaperonage except for actual expenses incurred.)

Equipment for sports such as skis, hockey, and lacrosse sticks, and uniforms for modern dancing.

A Bookstore is maintained on the campus where the students may purchase their required books and necessary stationery supplies.

Charge Accounts

Charge accounts in local stores or in Boston are not allowed except by written permission of the parents.

Food

The table is very well supplied, and in the middle of the morning nourishing refreshments are provided. Other eating between meals interferes with the appetite of the girls at the table. It is, therefore, urgently requested that no food other than fruit and cookies be sent by parents and friends. *The only exception to this rule is*

for birthdays. Since we find that unsupervised dieting often leads to serious results, we cannot permit any girl to abstain from any items on the normal menu provided, unless the school doctor concurs with the home doctor on the necessity for doing so.

Physical Examinations

A physical examination must be given each entering student by the family physician and the report returned to the school.

Infirmary

Every morning the nurse holds a short clinic in the infirmary where minor ailments are treated. One of the two resident nurses is always on duty.

By steady use of preventive measures and by immediate attention to all indispositions the school maintains an excellent health record.

Toilet Sundries may be purchased through the Infirmary.

Laundry

The school has its own modern laundry and the laundering of bed-linen, towels, and napkins is included in the price of tuition. Personal laundry may be done by the girls themselves or, if sent to the laundry will be charged for at reasonable rates.

All articles of clothing as well as sheets, pillow-cases, towels, napkins, bedspreads, rugs, and so far as possible other personal articles must be marked with sewed on name tapes. Other types of marking do not prove to be permanent.

Permissions

Girls may receive as callers their friends, or boys introduced by their friends. At various times during the year, the girls have opportunities to meet boys at the nearby schools under the supervision of the school. At all times when boys are entertained at the school, members of the staff meet the boys and act as hostesses.

Approval, preferably by letter, for each week end taken away from school is required, even when the week end is to be spent with parents or relatives, and parents are requested to send such permission as far in advance as possible.

Written permissions for the following are required, and should be filed at the opening of school:

Abbot Blazer

Callers

Horseback riding

Canoeing

Motoring (as explained above)

Private lessons in music or speech

Attending Boston Symphony Concerts

A form on which these permissions can be indicated is provided.

Senior Privileges

1. Seniors have the privilege of studying in their own rooms during all study hours, and for most of the year the "lights out" hour is later than for other girls.

2. Seniors only have the use of the "Senior Parlor." They may use it at all times except during rest periods.

3. Seniors may occasionally accept invitations to Sunday dinner in Andover or may go to the Inn for dinners with class-mates.

4. Coffee is served after Sunday dinner in the "Senior Parlor" or with the faculty in the McKeen Room.

5. Seniors may go to Boston on Saturday unchaperoned if accompanied by at least one other Senior. Except by special permission these leaves end at 6 o'clock.

6. Seniors have four Saturday leaves in the fall and winter terms and three in the spring term.

7. In the spring Seniors have special privileges in regard to the use of free time.

Day Students

During the school day, non-resident girls are expected to observe the same regulations as those observed by girls in residence.

During the morning study hours day students must report to the study-hall. (See p. 9 for special conditions for upper classes.)

Day students may visit in the rooms of resident girls during day-time recreation periods, and on Friday and Saturday evenings, with permission from the office.

A living room and a study are provided for the use of day students. Girls remaining at the school through the afternoon may use the rooms after luncheon until 4:50 for rest or for study. Senior day students may use the rooms as well as the Senior Parlor during study periods.

General Citizenship

The Student Council in cooperation with the Principal and the resident members of the faculty endeavor to encourage in each student qualities of character that are generally accepted as basic to humane and civilized living, both personal and social. Rules as such, except those affecting health, scholarship, and safety, are minimized in comparison with emphasis on a high sense of honor, individual responsibility, a constructive attitude, and consideration of another's rights and feelings. The students are helped both by their contemporaries who hold Student Government offices and by their faculty advisers who live in the dormitories with them, to recognize the fact that these principles lead to such expression in conduct as punctuality, quiet in study periods, orderliness, neat and appropriate appearance, and a cooperative attitude in matters affecting the happiness, welfare and reputation of the group.

Honor Rules

1. Every girl is on her honor neither to give nor receive help in any test or examination.
2. Every girl is on her honor to attend all school functions, such as chapel, vesper service, meetings, and meals, including Tiffin.
3. Every girl is on her honor to observe the exact conditions as arranged with the school office regarding all leaves, including driving regulations, i. e.:
 - a. An adult is to be present when riding in an automobile while under the jurisdiction of the school.*
 - b. Driving to and from week-end destination is to be with an adult. (See p. 16)
4. Every girl is on her honor not to meet any boy or boys at any time or at any place while under the jurisdiction of the school, except under conditions permitted by the school.
5. Every girl is on her honor not to smoke at any time or in any place while under the jurisdiction of the school, with the following exceptions:
 - a. Seniors may smoke on Saturday leaves except on trains to and from Boston or in Boston stations.
 - b. Smoking is permitted in Andover when a student is with her parents but not in any public place.

- c. Senior-mids, after midyear examinations, may smoke on Saturday leaves, except on trains to and from Boston or in the Boston stations.
6. Every girl is on her honor not to drink any alcoholic beverage (including beer) while under the jurisdiction of the school.

*Students are under the *jurisdiction of the school* at all times except when on a leave which includes an overnight absence from the school.

The Student Council has assumed voluntarily the responsibility for having these rules recognized by the entire student body as necessary and vital to the well-being of our school life.

Special Note to Parents

It is assumed that girls enrolled at Abbot are under the jurisdiction of the School at all times except during vacations, and on week-end leaves.

It is assumed also that in placing daughters in the School, parents not only will familiarize themselves with the contents of this booklet, but will co-operate sympathetically with the School in obtaining adherence to the spirit as well as to the letter of the regulations.

Equipment, Clothing, and Room Furnishings

DRESS REGULATIONS

The dress of students should at all times be simple and appropriate. Only clothing actually needed should be brought to school. Shopping for clothing cannot be arranged for during the school session. Elaborate and valuable jewelry should not be brought to the school.

The following articles of dress are definitely required:

1 white tailored rayon dress (shirt-maker type).
(This is to be ordered in the fall, at Abbot.)

2 or 3 silk or light wool dresses for dinner.

1 dress suitable for formal occasions or tea dances. (For use in recitals or student concerts it is requested that "afternoon dresses" be provided — not strapless or halter neck styles.)

Tailored dress or suit for town and church wear.

Hat for town wear and appropriate for church,
(*not a head band only*).

A warm cloth top coat, *full length*.

A warm bathrobe, *full length*.

1 pair of bedroom slippers (not mules).

1 raincoat and rain hat.

- 1 pair overshoes, galoshes, or boots, for school use and for Sunday and town use.
- 1 pair of rubbers or tips, fitted to wear over street shoes.
- 1 umbrella.
- 1 pair of spectator pumps white and blue, or white and brown, or white and black, or all white with closed toe and heels. (Suitable to wear with white uniform dress.)
- 1 pair of conservative street shoes, with moderately high heels.
- 2 pairs low-heeled sport shoes for school wear. ("Loafers", sandals, moccasins and similar shoes are not worn except on Saturdays. "Saddle-shoes" are customarily worn for the school-day.)

Uniform gymnasium outfit, which includes shoes for tennis and other sports (*to be purchased from Wright & Ditson on blanks provided for the purpose*).

Ski clothes.

Stockings, and woolen socks.

Special Abbot blazers may be ordered after school opens. Their purchase is optional.

Every girl should be provided with several warm sweaters.

For horseback riding, riding breeches or jodphurs.

For those who wear glasses an extra pair should be provided, and the case should be marked.

DRESS CUSTOMS

Simple sports clothes are worn during the day. Socks are permitted for day time wear. Stockings are worn for dinner and at other times when more conventional dress is suitable. Scarfs or hats are advised when it is raining or when the temperature is below 20°.

Dungarees and shorts are worn only for picnics.

All girls change for dinner. Dresses or suits are appropriate. School sweater or blazers, and informal shoes are not worn to dinner.

The white uniform dress is worn by all girls for the special seasonal services and for Commencement and at several other times during the year. This dress will be supplied in the fall from R. H. Stearns, Boston. The school will place the order. (Price under \$15.00.)

Fur coats are not used for campus wear.

ROOM FURNISHINGS

Each girl is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. Rugs, curtains, bedspreads, a study lamp, and an easy chair are provided by the student. Girls in Draper Hall provide plain white unruffled glass curtains to be used next the window for the sake of uniformity, but over-draperies may be of any color. Roommates should correspond during the summer about necessary

purchases for the room and arrange to divide expenses.

The school will supply one pair of woolen blankets *if requested*, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels, eight table napkins, (plain white, size approximately 21 x 21 inches), a napkin ring, a shoe bag, a waste basket, and two laundry bags are needed.

Room decorations should be few and simple.

No electrical appliances or clocks are permitted except lamps. Hair-dryers are available for student use. Care should be taken to furnish a lamp that will provide a good light for studying.

Victrolas and radios may not be used in students' rooms. There is a recreation room on each corridor where they are available.

All girls make their own beds and take care of their own rooms. Beds are made and rooms are put in good order before Chapel each morning. Students also assist in the dining-room service.

N. B. On next page will be found a Boston-Andover time-table.

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Week Days to Andover

Week Days to Boston

Sundays

Daylight Saving Time		Daylight Saving Time		Daylight Saving Time	
LEAVE	ARRIVE	LEAVE	ARRIVE	LEAVE	ARRIVE
BOSTON	ANDOVER	BOSTON	ANDOVER	BOSTON	ANDOVER
a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
2 30	3 07	5 33	6 22 ¹	8 00	8 44
6 40	7 24 ¹	6 43	7 20 ¹	p.m.	p.m.
7 15	8 07	7 22	7 56 ⁵	12 03	12 36 ¹
8 30	9 00 ¹	7 22	8 03 ²	2 00	2 34 ¹
9 00	9 37 ¹	7 30	8 22	4 00	4 33 ¹
9 55	10 40 ¹	8 09	8 40 ⁵	4 50	5 34 ¹
10 55	11 36 ¹	8 48	9 33 ¹	6 00	6 38 ¹
		9 47	10 25 ¹	7 25	7 58 ¹
p.m.	p.m.	10 47	11 30 ¹	8 55	9 42 ¹
12 03	12 36 ¹ 3	11 46	12 20 ¹	10 55	11 36 ¹
12 31	1 17 ¹			11 55	12 40
1 15	1 43	p.m.	p.m.	LEAVE	ARRIVE
1 55	2 46 ¹	1 07	1 50 ¹	ANDOVER	BOSTON
2 55	3 32 ¹	1 47	2 32 ¹ 3	a.m.	a.m.
3 55	4 26	2 48	3 27 ¹	6 57	7 41 ¹
4 53	5 28 ³	3 49	4 26 ¹	10 45	11 22
5 10	5 44 ¹ 4	4 42	5 10 ¹	p.m.	p.m.
5 14	5 46 ³	5 41	6 25 ³	12 31	1 10
5 32	6 14	6 13	7 04	1 16	1 49 ¹
5 55	6 32	6 54	7 28 ¹ 4	3 16	3 49 ¹
6 55	7 32 ¹	7 13	7 55 ⁷	5 21	5 54 ¹
7 55	8 35 ¹	8 13	8 43 ¹	7 26	8 05 ¹
8 55	9 42 ¹	9 00	9 47	9 16	9 49 ¹
9 55	10 42 ¹ 3	9 53	10 30 ¹	10 46	11 28 ¹
10 55	11 36 ¹	10 46	11 28 ¹		
11 30	11 55 ¹				
11 55	12 40 ³				

¹ Budd Highliner.
² Runs only Holidays.
³ Except Saturdays.
⁴ Runs only Saturdays.
⁵ Except Saturdays and Holidays.
⁶ Arrive at 8:46 on Holidays.
⁷ Holidays and Saturdays due Boston 8:05.
 N. B. This is the summertime table. There may be changes after September 27.

